

**City of Lowell**  
**Job Posting**  
**Please Post: December 20, 2013**  
**Deadline: January 3, 2014**  
**Wastewater Treatment Plant**  
**Maintenance Superintendent**

**ANTICIPATED VACANCY**

**Job Title:** Maintenance Superintendent (2800-PG3, 1963)  
**Department:** Wastewater Treatment Plant  
**Reports To:** Executive Director; and other designated personnel  
**Salary:** \$1,258.35(min) to \$1,461.16 (max) - 40 hrs weekly  
**FLSA Status:** Non-exempt

**SUMMARY**

Efficiently maintain the Wastewater Treatment Facility and Collection System in a cost effective manner and comply with all Federal, State and Local Regulations and Laws by Training, scheduling, and monitoring staff; enforcing standards and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Oversees maintenance department by supervising all maintenance personnel; scheduling and assigning employees and following up on work results.
- Maintains the Maintenance Division by initiating, coordinating, and enforcing standards and procedures. Comply with Federal, State, and Local legal requirements by studying existing and new legislation, enforcing adherence to requirements and advising upper management on needed action
- Ensures operation of plant and collection equipment by developing and enforcing preventive maintenance programs; studying manufacturer's instructions; establishing repair and installation policies and procedures; troubleshooting malfunctions; coordinating trades people; maintaining equipment and parts inventory; evaluating new equipment and techniques; recommending equipment purchases and replacements; maintains integrity and safety of the Utility's vehicle fleet.
- Identifies management and employee concerns by surveying environmental, operations, and occupational conditions; holding and attending Staff Meetings; surveying and interfacing with employees.
- Determines service equipment and personnel requirements by conducting inspections.
- Maintains clean working environment by assigning housekeeping, custodial and landscaping duties.
- Achieves financial objectives by working within and monitoring the maintenance budget; Scheduling and analyzing for cost effectiveness; writes specifications for contracts to be bid; participates in the City's procurement process.
- Maintains maintenance department cohesiveness by setting policy and goals for collection system work, maintenance work, and preventive maintenance; enforcing policies and procedures.
- Maintains maintenance staff by recruiting, interviewing, selecting, orientating and training employees.
- Maintains maintenance staff job results by coaching, counseling, and disciplining employees; participates in the disciplinary process; planning, monitoring, and appraising job results.

- Maintains professional and technical knowledge by attending educational workshops, seminars, courses, or conferences; reviewing professional publications and establishing personal networks.
- Coordinate facility efforts by interfacing with Operations and Engineering Divisions; exchanging information and scheduling mutual projects; managing assigned contractor activities.
- Maintains maintenance effectiveness by setting department goals; coordinating department functions; evaluating department functions for effectiveness.
- Coordinate with other City departments by interfacing with other City Departments; availing needed resources
- Order and track supplies and spare parts by maintaining records and usages; conferring with Maintenance Supervisor, Head Electrician, Instrumentation Electrician, and Collection System Supervisor; tracking amounts used
- Keeps Executive Director informed by reviewing, analyzing and summarizing information; identifying trends; submitting written reports
- Maintains safe working environment by establishing and enforcing safety rules, regulations, and procedures; attending safety seminars; acting on reported safety concerns; required to be a member of the Utility's Safety Group; following the Safety Groups recommendations.
- Maintains historical records by filing and compiling logs, reports, records, charts, and related documents; managing Utility's CMMS Program
- Contributes to team effort by accomplishing related results as needed

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises all employees in the Wastewater Maintenance Division which includes Maintenance Supervisor, Head Electrician, Instrumentation Electrician, Mechanic IIIs, Mechanic IIs, Mechanic Is, TV Inspection Operators, and Collection System Supervisor. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B.A) from four-year college or university preferred but not required. Comprehensive knowledge of the principles and practices of the maintenance and operation, process control, administration, and engineering of a large modern wastewater treatment facility. Comprehensive knowledge and considerable experience of modern principles and practices of public administration, managerial experience, project management experience and budgeting experience as it relates to and is applied to the management of a large maintenance division. Knowledge of the laws and regulations concerning labor negotiation and collective bargaining contract administration.

Demonstrates an ability to manage, direct and supervise the Maintenance Division and maintenance activities on a large scale and in a coordinated and efficient manner.

Knowledge of United States Environmental Protection (EPA) and Mass Department of Environmental Protection (DEP) permit requirements, laws, rules, and regulations. Ability to establish effective working relationships with subordinates, representatives of the City and the public. Initiative and resourcefulness in handling general administrative problems.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Ability to read, analyze, and interpret technical plans and drawings, common scientific and technical journals, professional journals, technical procedures, and governmental regulations, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information to top management, public groups, City officials, and respond to questions from groups of managers, clients, customers, city officials, and the general public.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolisms (formulas, scientific equations, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Driver's license required. Wastewater Operator's License, Commercial Driver's License, Hoist/Hydraulic license recommended but not required.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually loud.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

***Qualified/interested individuals send resume and application to the Human Relations Office, Mary Callery, HR Manager, Rm 19 ~ City Hall, Lowell, MA 01852 by 4:00 PM on: Deadline ~ January 3, 2014 Applicants may also send resume and application to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov)***

**EOE/AA/504 Employer**